

RESTRICTED

## CENTRAL INTELLIGENCE AGENCY

C. I. A. ADMINISTRATIVE

25X1A

TIME, LEAVE AND PAY REGULATIONS1. TIME AND ATTENDANCE REPORTS

a. It is required that Time and Attendance Reports for each civilian employee be maintained by each branch, division, or section, on Standard Form No. 1130. There must be entered on Standard Form 1130 the number of hours in pay status, and the annual leave, leave without pay chargeable for each 14 day pay period. These reports are forwarded to the Pay Roll Unit, Fiscal Section not later than the Monday following the close of each 14 day pay period.

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b. Form 71, Application for Sick Leave, is secured and transmitted with Time and Attendance Reports for all employees on access of 12 days or when the leave extends from one report period to the next. When sick leave covers a period in excess of three days, a certificate of a physician or practitioner will be furnished. When sick leave covers a visit to a physician, dentist, oculist, etc., the visit and the name and address of the doctor should be furnished by the employee on Form 71 or in a statement to be attached to Form 1130. The leave clerk in the Pay Roll Unit, Fiscal Section, will post to the Time and Attendance Reports the annual and sick leave accumulated by each employee in accordance with "Regulations Relating to Annual and Sick Leave of Government Employees (as amended June 26, 1946, effective July 1, 1946; 11 F. R. 7257)".

25X1A

2. OVERTIME

a. All work in excess of 40 hours performed during one week will be considered overtime, if authorized in advance by a responsible official of the branch in which performed. Overtime for employees in grades up to and including the base pay of P-2 or CAF-7 will be compensated at time and a half provided such overtime is approved in advance by the Chief, Budget Section, Finance Division. For employees in grades above the base pay of P-2 or CAF-7, compensatory time off may be allowed in accordance with the provisions of Public Law 106-79th Congress.

2. OVERTIME -- Cont'd

b. Requests for the approval of overtime in grades P-2 or CAF-7 and below will be submitted to the Chief, Budget Section, Finance Division, in detail and in triplicate on Form 32-3, bearing the signature of the Chief or Administrative Officer of the branch or division initiating the request. Upon receipt of Form 32-3, the Chief, Budget Section will, if appropriate, enter his approval, and return the duplicate and triplicate copies to the initiating officer. No requests should be submitted to the Budget Section for overtime to be performed by employees in grades above P-2 or CAF-7.

c. Approved overtime worked by employees in Grades P-2, CAF-7 and below will be recorded on Standard Form 1130, Time and Attendance Report, covering the pay period in which performed and the duplicate copy of Form 32-3 bearing the approval of the Chief, Budget Section, will be attached thereto for transmittal to the Pay Roll Unit, Fiscal Section. The triplicate copy of Form 32-3 may be retained by the initiating office.

3. NIGHT DIFFERENTIAL

Whenever an employee performs a tour of duty between the hours of 6:00 p.m. and 6:00 a.m., an addition of 10% of his base pay will be allowed. The Time and Attendance Report, Standard Form 1130, must indicate the employee's tour of duty whenever a night differential is claimed.

4. HOLIDAY PAY

Work performed on holidays will be compensated for at double time. However, in view of budget limitations, prior approval must be secured from the Chief, Budget Section on Form 32-3, before any employee is requested to render services on a holiday.

5. DISTRIBUTION OF SALARY CHECKS

a. Salary checks will be distributed by the Pay Roll Unit, Fiscal Section, to the payment and leave clerks of the branch, division, or office in which the individual is employed. A list containing the names of the employees and having spaces designated for signatures will accompany each group of checks.

~~The signed lists evidencing receipt of the checks by the employees must be re-~~  
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5. DISTRIBUTION OF SALARY CHECKS -- Cont'd

b. Extreme care must be exercised by payment and leave clerks to insure that checks do not become lost or misplaced and that security regulations are not violated.

6. TERMINAL PAY

a. Employees who are terminated will be paid in accordance with the "Lump Sum Payment Act." The amount of final payment will be calculated on the basis of information regarding the last working day and the accrued annual leave as shown on the personnel action terminating the employee's services.

b. No employee transferring out of, or being terminated from this agency shall be given final clearance and/or final salary payment until all monies or property that may have been assigned to him have been returned or properly accounted for. The final clearance form, obtainable in the Personnel Division, must be initiated by the employing office, cleared with the applicable branches in advance, such as Personnel, Security, Property Control Section, Special Funds Division, and Fiscal Sections, and be on file in the Pay Roll Unit, Fiscal Section, before final payment is made.

  
Colonel, USA  
Executive for Personnel  
and Administration

25X1A

13 NOV 1946

## CENTRAL INTELLIGENCE GROUP

## C. I. G. ADMINISTRATIVE ORDER

TIME, LEAVE AND PAY REGULATIONS

25X1A

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EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

2. OVERTIME -- Cont'd

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Colonel, CAC  
Executive for Personnel  
and Administration

25X1A

TOP SECRET
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RESTRICTED
UNCLASSIFIED

(Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP

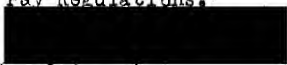
PERSONNEL AND ADMINISTRATIVE BRANCH  
INTER-OFFICE ROUTING SLIP

FROM		TO	INITIALS	DATE
	EXECUTIVE FOR PERSONNEL AND ADMINISTRATION			
	DEPUTY EXECUTIVE FOR PERSONNEL & ADMINISTRATION	X		
X	CHIEF, PERSONNEL DIVISION		JHL	11/12/46
	CHIEF, FINANCE DIVISION			
	CHIEF, SERVICES DIVISION			
	CHIEF, SECURITY DIVISION			
	CHIEF, PROJECTS SUPPORT DIVISION			
	CHIEF, COMMUNICATIONS DIVISION			
	CENTRAL RECORDS			

____ APPROVAL	____ INFORMATION	____ DIRECT REPLY
____ ACTION	____ RETURN	____ COMMENT
____ RECOMMENDATION	____ PREPARATION OF REPLY	____ FILE
____ SIGNATURE	____ CONCURRENCE	____ DISPATCH

REMARKS: The Personnel Division approves of the attached proposed Admin. Order on Time, Leave, and Pay Regulations.

STATINTL

  
 J. H. Lightsey



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TOP SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED  
(Sender will circle classification Top and Bottom)

## CENTRAL INTELLIGENCE GROUP

PERSONNEL AND ADMINISTRATIVE BRANCH  
INTER-OFFICE ROUTING SLIP

FROM		TO	INITIALS	DATE
	EXECUTIVE FOR PERSONNEL AND ADMINISTRATION			
X	DEPUTY EXECUTIVE FOR PERSONNEL & ADMINISTRATION			11/7/46
	CHIEF, PERSONNEL DIVISION	NOV 7 1946	X	
	CHIEF, FINANCE DIVISION			
	CHIEF, SERVICES DIVISION			
	CHIEF, SECURITY DIVISION			
	CHIEF, PROJECTS SUPPORT DIVISION			
	CHIEF, COMMUNICATIONS DIVISION			
	CENTRAL RECORDS			

☐ APPROVAL      ☐ INFORMATION      ☐ DIRECT REPLY  
☐ ACTION      ☐ RETURN      ☐ COMMENT  
☐ RECOMMENDATION      ☐ PREPARATION OF REPLY      ☐ FILE  
☐ SIGNATURE      ☐ CONCURRENCE      ☐ DISPATCH

REMARKS: Please review the attached proposed Admin. Order on Time, Leave, and Pay Regulations and return as soon as possible, together with your comments and suggestions. The order was prepared by [REDACTED] of Mr. Saunder's Office.

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STATINTL

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

TO: T. SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED  
 (Sender will circle classification Top and Bottom)

## CENTRAL INTELLIGENCE GROUP

PERSONNEL AND ADMINISTRATIVE BRANCH  
 INTER-OFFICE ROUTING SLIP

FROM	TO	INITIALS	DATE
EXECUTIVE FOR PERSONNEL AND ADMINISTRATION			
DEPUTY EXECUTIVE FOR PERSONNEL & ADMINISTRATION	X	<del>W. R. Saunders</del>	4/6
CHIEF, PERSONNEL DIVISION			
X CHIEF, FINANCE DIVISION			
CHIEF, SERVICES DIVISION			
CHIEF, SECURITY DIVISION			
CHIEF, PROJECTS SUPPORT DIVISION			
CHIEF, COMMUNICATIONS DIVISION			
CENTRAL RECORDS			

\_\_\_\_\_ APPROVAL      \_\_\_\_\_ INFORMATION      \_\_\_\_\_ DIRECT REPLY  
 \_\_\_\_\_ ACTION      \_\_\_\_\_ RETURN      \_\_\_\_\_ COMMENT  
 \_\_\_\_\_ RECOMMENDATION      \_\_\_\_\_ PREPARATION OF REPLY      \_\_\_\_\_ FILE  
 \_\_\_\_\_ SIGNATURE      \_\_\_\_\_ CONCURRENCE      \_\_\_\_\_ DISPATCH

REMARKS: The attached proposed Admin. Order on Time, Leave, and Pay Regulations is being returned per our telephone conversation.

.....  
 Attached hereto is original and one copy of a proposed Adm. Order on Time, Leave and Pay Regulations. This instruction has been revised so that it is applicable only to vouchered [REDACTED] believe it is now in proper form for issuance.

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Edward R. Saunders  
 Chief, Finance Division

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RESTRICTED

13 November 1946

Sent to <sup>main</sup> (100 copies) 872  
11/14/46

## CENTRAL INTELLIGENCE GROUP

25X1A

## CIG ADMINISTRATIVE ORDER [REDACTED]

TIME, LEAVE, AND PAY REGULATIONS1. TIME AND ATTENDANCE REPORTS

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*, obtainable in the Personnel Division,*



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*Ex ec. for per &  
admin.*

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TOP SECRET    SECRET    CONFIDENTIAL    RESTRICTED    UNCLASSIFIED  
 (Sender will circle classification Top and Bottom)

## CENTRAL INTELLIGENCE GROUP

PERSONNEL AND ADMINISTRATIVE BRANCH  
INTER-OFFICE ROUTING SLIP

FROM	TO	INITIALS	DATE
EXECUTIVE FOR PERSONNEL AND ADMINISTRATION			
<input checked="" type="checkbox"/> DEPUTY EXECUTIVE FOR PERSONNEL & ADMINISTRATION			11/7/40
CHIEF, PERSONNEL DIVISION	<input checked="" type="checkbox"/>		
CHIEF, FINANCE DIVISION			
CHIEF, SERVICES DIVISION			
CHIEF, SECURITY DIVISION			
CHIEF, PROJECTS SUPPORT DIVISION			
CHIEF, COMMUNICATIONS DIVISION			
CENTRAL RECORDS			

☐ APPROVAL    ☐ INFORMATION    ☐ DIRECT REPLY  
☐ ACTION    ☐ RETURN    ☐ COMMENT  
☐ RECOMMENDATION    ☐ PREPARATION OF REPLY    ☐ FILE  
☐ SIGNATURE    ☐ CONCURRENCE    ☐ DISPATCH

REMARKS: Please review the attached proposed Admin. Order on Time, Leave, and Pay Regulations and return as soon as possible, together with your comments and suggestions. The order was prepared by [redacted] of Mr. Saunders's Office.

STATINTL  
 STATINTL

*for*  
*(Vouchered only)*  
*Returned 11/13 approved by Lightsey.*

TOP SECRET    SECRET    CONFIDENTIAL    RESTRICTED    UNCLASSIFIED

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Executive for Personnel & Administration      DATE: 30 October 1946  
FROM : Chief, Finance Division *gsl*  
SUBJECT: Proposed Procedure Issuances

1. There are transmitted herewith the original and one copy of proposed Administrative Orders entitled "Travel Instructions for Vouchered Civilian Employees" and "Time, Leave, and Pay Regulations". These instructions were developed by the Procedures Unit and have been cleared with the Sections concerned, and we believe they are ready for issuance in their present form.
2. Will you kindly review these instructions and if you consider them satisfactory please release.

RESTRICTED

CENTRAL INTELLIGENCE GROUP

CIG ADMINISTRATIVE ORDER NO....

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CENTRAL INTELLIGENCE GROUPC. I. G. ADMINISTRATIVE ORDER [REDACTED]

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### 5. DISTRIBUTION OF SALARY CHECKS

a. Salary checks will be distributed by the Pay Roll Unit, Fiscal Section, to the payment and leave clerks of the branch, division, or office in which the individual is employed. A list containing the names of the employees and having spaces designated for signatures will accompany each group of checks. The signed lists evidencing receipt of the checks by the employees must be returned to the Pay Roll Unit immediately upon delivery of the checks. Undelivered checks accompanied by a memorandum stating the reason for non-delivery must be returned at the same time. In those instances where an employee is absent from work but it is known that he will return within 5 days, the payment and leave clerk may retain the list of undelivered checks for the 5 day period.


5. DISTRIBUTION OF SALARY CHECKS -- Cont'd

b. Extreme care must be exercised by payment and leave clerks to insure that checks do not become lost or misplaced and that security regulations are not violated.

6. TERMINAL PAY

a. Employees who are terminated will be paid in accordance with the "Lump Sum Payment Act." The amount of final payment will be calculated on the basis of information regarding the last working day and the accrued annual leave as shown on the personnel action terminating the employee's services.

b. No employee transferring out of, or being terminated from this agency shall be given final clearance and/or final salary payment until all monies or property that may have been assigned to him have been returned or properly accounted for. The final clearance form, obtainable in the Personnel Division, must be initiated by the employing office, cleared with the applicable branches in advance, such as Personnel, Security, Property Control Section, Special Funds Division, and Fiscal Sections, and be on file in the Pay Roll Unit, Fiscal Section, before final payment is made.

  
Colonel, CAC  
Executive for Personnel  
and Administration

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INTRAOFFICE MEMORANDUM

7 February 1947

STATINTL

Paragraph 2 of CIG Administrative Order [REDACTED] concerning overtime is presented below.

"2. OVERTIME

a. All work in excess of 40 hours performed during one week will be considered overtime, if authorized in advance by a responsible official of the branch in which performed. Overtime for employees in grades up to and including the base pay of P-2 or CAF-7 will be compensated at time and a half provided such overtime is approved in advance by the Chief, Budget Section, Finance Division. For employees in grades above the base pay of P-2 or CAF-7, compensatory time off may be allowed in accordance with the provisions of Public Law 106-79th Congress.

b. Requests for the approval of overtime in grades P-2 or CAF-7 and below will be submitted to the Chief, Budget Section, Finance Division, in detail and in triplicate on Form 32-3, bearing the signature of the Chief or Administrative Officer of the branch or division initiating the request. Upon receipt of Form 32-3, the Chief, Budget Section will, if appropriate, enter his approval, and return the duplicate and triplicate copies to the initiating officer. No requests should be submitted to the Budget Section for overtime to be performed by employees in grades above P-2 or CAF-7.


c. Approved overtime worked by employees in Grades P-2, CAF-7 and below will be recorded on Standard Form 1130, Time and Attendance Report, covering the pay period in which performed and the duplicate copy of Form 32-3 bearing the approval of the Chief, Budget Section, will be attached thereto for transmittal to the Pay Roll Unit, Fiscal Section. The triplicate copy of Form 32-3 may be retained by the initiating office."

This policy applies to personnel paid from unvouchered funds as well as vouchered funds. However, the Chief, Budget Section, Finance Division, with the concurrence of the Office of the General Counsel, has authorized the Chief or Deputy Chief of the Special Funds Section to approve overtime in his behalf for personnel who are paid from unvouchered funds.

The forms and procedures prescribed in the above quoted paragraph 2 will be followed, but such forms should clearly designate that the employee is paid from unvouchered funds and form should be forwarded by the initiating unit directly to Special Funds.

All personnel will please study these procedures and their relationship, if any, to their particular duties. Any uncertainties regarding the procedures and the responsibilities of the Payroll Section, Registry or Certifying Officers, should be brought to the attention of the undersigned promptly so that they can be verified.

STATINTL



Chief, Special Funds